

U.S. GOVERNMENT PRINTING OFFICE
Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Miscellaneous Publications

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of Commerce

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning April 1, 2009 and ending March 31, 2010, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, D.C. time, on **March 27, 2009**>.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, 36 H Street, NW, Room C-161, Stop PPSB, Washington, D.C. 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June, 2001.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 200-mile radius of zero milestone, Washington, D.C.

Abstracts of contract prices are available at <http://winapps.access.gpo.gov/ppd/abstracts/central/default.asp>

For information of a technical nature call William White (202) 512-0303 (No collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)).

SUBCONTRACTING: The predominant production function is electronic prepress and presswork.

QUALITY ASSURANCE LEVELS AND STANDARDS:

The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes--Level II.
- (b) Finishing (item related) Attributes--Level II.

Inspection Levels (from ANSI/ACQC Z1.4):

- (a) Nondestructive Tests--General Inspection Level I.
- (b) Destructive Tests--Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. Type Quality and Uniformity	O.K. Proofs
P-8. Halftone Match (Single and Double Impression)	O.K. Proofs
P-9. Solid and Screen Tint Color Match	Pantone Matching System.
P-10. Process Color Match	O.K. Proofs

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for authorized pricing adjustment(s).

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and

that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to March 31, 2010, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending December 31, 2008, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from April 1, 2009 thru March 31, 2010 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of publications with self- and separate covers and various binding styles, and require such operations as electronic prepress, printing, drilling, binding, packing and distribution.

TITLE: Miscellaneous Publications.

FREQUENCY OF ORDERS: Approximately 19 orders per year.

QUANTITY: Approximately 100 to 35,000 copies per order with an average of 3,000 copies per order.

NUMBER OF PAGES: Approximately 8 to 1,000 pages per order with an average of 250 pages per order.

TRIM SIZE: 8-1/2 x 11", 5-7/8 x 8-1/4", 7 x 9".

GOVERNMENT TO FURNISH:

Electronic Media:

Platform: Windows XP

Storage Media: E-mail; File Transfer Protocol (FTP).

Software: Adobe FrameMaker 7.2; Adobe Photoshop CS3; Adobe InDesign CS3; Adobe Acrobat and Distiller 9, and Adobe Illustrator CS3.

Note: All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Fonts: All custom letter spacing, kerning files, printer and screen fonts are included on electronic media. The contractor is cautioned that furnished fonts are the property of the Government and/or its contractors and may be used only for the purpose of producing material under this contract. Any use other than the contract is in violation of copyright laws. All fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information: A visual of the furnished electronic files will be provided. Color visuals shall not be used to set color standards and do not show color breaks or bleeds.

GPO Form 952 "Desktop Publishing - Disk Information" will be provided with all disks.

Address lists for internal and nationwide distribution.

Preaddressed, First Class Postage and Fees Paid, pressure sensitive, 3 x 5" labels with quantities indicated thereon.

Computer printout addresses on 14-1/2" wide, marginally punched, ungummed, continuous paper perforated every 11". Each 14-1/2 x 11" segment contains 44 addresses (4 across and 11 down). Labels are ZIP Code sorted.

One reproduction proof, Form 905 (R. 6/03) with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy, film, or electronic files, must not print on finished product.

CONTRACTOR TO FURNISH:

All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the products in accordance with these specifications.

File Transfer Protocol (FTP): Contractor shall have the capability to exchange large graphic digital files over the Internet through an FTP site. The Government will not be responsible for an FTP site being out of service. It is the responsibility of the contractor to maintain the operation of their FTP site. Additional time and/or money will not be authorized due to the FTP site being out of service.

Electronic Mail: Contractor shall have the capability to exchange electronic mail. The Government will not be responsible for email accounts being out of service. It is the responsibility of the contractor to maintain the operation of their email accounts. Additional time and/or money will not be authorized due to email being out of service.

Proof Approval Form: Contractor shall provide a proof approval form in a fillable PDF format to the Agency using File Transfer Protocol (FTP) and/or electronic mail.

ELECTRONIC PREPRESS:

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Contract Administrator.

The contractor shall validate integrity and predictability of the listed software under "Government to Furnish" through preflight operations. **Contractor shall preflight the electronic files immediately upon receipt (within three (3) hours of receipt).** It is anticipated that these electronic files will be submitted with enough time for the contractor to perform the preflight during normal work hours. Contractor is to check for potential problems in the following areas: fonts; missing links; ink colors; print settings; and external plug-ins. In addition, the contractor shall check all photographs for the proper dpi (minimum 300 dpi) and CMYK format. The contractor shall notify GPO immediately if there is damage to the electronic file, file corruption, difficulties in image processing, and errors discovered during the preflight operations. It is estimated that preflight operations shall take no longer than three (3) hours to complete per electronic file.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

As ordered on print order, contractor to furnish one (1) press optimized PDF file on CD of final product to be returned with furnished material.

DIGITAL AND REPURPOSED DELIVERABLES FOR SUPERINTENDENT OF DOCUMENTS: The contractor

shall furnish for the Superintendent of Documents, the following files which shall be an exact representation of the final finished product: (1) a copy of the final production native application files (digital deliverables); and (2) a single, searchable Adobe Acrobat 6.x (PDF v 1/5) file (repurposed deliverable) (no hyperlinks, video or any other dynamic features) created from the final production files. PDF files must be distilled at press quality. These files must be furnished on CD-R written in compliance with ISO 9660.

PROOFS: As ordered on the print order:

One set of digital color content proofs. At contractor's option, a film-based composite blueline may be submitted. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product.

One set of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 dpi. At contractor's option, a film-based composite laminated color proof on the actual production stock may be submitted provided direct-to-plate is used to produce the final product. The make and model number of the proofing system utilized shall be furnished with the proofs.

These proofs must have all elements in press configuration and must indicate margins. Proofs will be used for color match on press and must show dot structure. Inkjet, photographic, and overlay proofs are not acceptable. The proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16" x 3/16" solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

When proofs are required, the contractor must not print prior to receipt of an "OK to print."

STOCK/PAPER:

The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 2008.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP samples. The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color samples.

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

The paper to be used will be indicated on each print order.

Text Paper:

White Offset Book (basis weight: 60 lbs per 500 sheets, 25 x 38"), equal to JCP Code A60.

White Litho (Gloss) Coated Book (basis weight: 70 lbs per 500 sheets, 25 x 38"), equal to JCP Code A180.

White Matte Coated Offset Book (basis weight: 70 lbs per 500 sheets, 25 x 38"), equal to JCP Code A240.

White Dull Coated Offset Book (basis weight: 70 lbs per 500 sheets, 25 x 38"), equal to JCP Code A260.

Cover Paper:

White and Colored Index (basis weight: 110 lbs per 500 sheets, 25-1/2 x 30-1/2"), equal to JCP Code K10.

White Litho (Gloss) Coated Cover (basis weight: 80 lbs per 500 sheets, 20 x 26"), equal to JCP Code L10.

White Matte Coated Cover (basis weight: 80 lbs per 500 sheets, 20 x 26"), equal to JCP Code L50.

White Dull Coated Cover (basis weight: 80 lbs per 500 sheets, 20 x 26"), equal to JCP Code L60.

PRINTING:

Looseleaf/text pages: Print head to head, head to side, or head to foot, in one to four colors or 4-color process. Approximately 3 to 5 perfect bind orders will require 4-color process printing.

Cover pages: Print in one to four colors or 4-color process. Covers 1, 2, 3, and 4 may reverse or knock-out to appear white.

Varnishing: When ordered, coat the entire surface of cover 1 and 4 after printing with a clear, non-yellowing varnish or lacquer to prevent scratching and smearing.

Match Pantone number as indicated on the print order.

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) dated June 2003.

NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain one color bar for each color placed parallel to the proofer's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, 75%; dot gain scale (GATF, BRUNNER, or GRETAG); and gray balance patches for process color, repeated across the entire press sheet. The density must be constant across the full width of the sheet with deviations not to exceed plus or minus 5%. For viewing of the press sheets, the contractor must provide a densitometer and controlled lighting using overhead viewing lights with 5000 degree Kelvin lumination.

NOTE: Must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

MARGINS: Margins will be as indicated on the print order, samples, or furnished copy. Text and cover pages may bleed.

BINDING: Various binding styles will be ordered as follows:

Perfect bind products: Perfect-bind text and wraparound cover; trim three sides.

Looseleaf products: Side-wire stitch (text and 2-piece cover) in one or two places. Trim three or four sides. Shrink wrap, as indicated.

NOTE: Stitches may be staggered to avoid bulking, however, they must be located between the drilled holes and confined to the 3" space nearest the top and bottom edges of the publication for satisfactory use with automated mailing equipment.

Drilling: Some orders may require drilling up to 5 round holes on text and cover or text only. The majority of orders that require drilling will be ordered with 3-hole drilling.

Drill 1/4", 3/16" or 5/16" diameter holes centered on the 11" bind edge. Center of holes to be 1/2" from bind edge of product unless indicated otherwise.

PACKING:

Bulk Deliveries/Shipments:

All copies ordered for Superintendent of Documents "Sales" must be packed in individual mailing containers containing title and stock number, and sealed with 3" wide reinforced gummed tape which must completely cover the edges of both of the top flaps and extend around both ends. Pack one-piece mailing containers suitably in shipping containers.

Individual mailing containers for domestic use shall have a minimum bursting strength of 200 pounds per square inch or a minimum edge crush test (ECT) of 32 pounds per inch width.

Pack in shipping containers. Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

In addition to Superintendent of Documents sales copies, some orders may require other copies to be inserted into individual mailing containers.

Pallets are required for shipments to GPO only.

Copies packed for internal distribution may require individual shrink wrap or insertion into kraft envelopes.

Mailed Shipments: Insert single or multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to 36 pounds, must be inserted into cushioned shipping bags or packed in small shipping containers (maximum gross weight 40 pounds).

LABELING AND MARKING (Package and/or Container label):

Affix a label to the back of each shrink film wrapped copy (as indicated), and to each unit of mail packaged in kraft envelopes, cushioned shipping bags and containers. The above requirements may be necessary for products which require internal distribution and delayed mailing.

Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers. When ordered, shipping labels for Supt. Docs. copies must contain stock number.

Full title and stock number must be printed on one spine of each individual mailing container.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Books</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the address indicated on the print order.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

A copy of the Government-furnished certificate must accompany the invoice sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

DISTRIBUTION:

Deliver f.o.b. destination to approximately 2-10 addresses in the commercial zone of Washington, D.C.

Inside delivery to room numbers specified will be required.

Entrance to receiving platform of the Commerce Building, Washington, D.C. has a maximum height clearance of 10' 6". It is the responsibility of the contractor to provide delivery to the shipping and receiving room B-511.

Mail/ship balance f.o.b. contractor's city, at destination, to approximately 10 destinations nationwide.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

The contractor is cautioned that "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract.

All mailing shall be at the First Class Priority Rate.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Coding Accuracy Support System

When indicated on the Print Order, contractor must utilize the CASS (Coding Accuracy Support System) certification for all mailings that meet the qualifications as described in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail".

Contractor is required to have an acceptable CASS certified program to correct ZIP Codes, sort mail, print PostNet barcodes, ETC. Printing of addresses, mail piece format, PostNet barcodes, make-up of mail, processing of mail pieces, etc. must comply with Section C800 of the DMM. Commerce will provide the contractor with a CASS certificate for this discount mailing that must be presented to USPS.

The contractor must use the Coding Accuracy Support System (CASS) certified software licensed by USPS to generate condensed PostNet delivery point barcodes from the ZIP Code data on Department of Commerce furnished files. The barcodes must be printed in the wide area address space of the envelope or in the lower right portion of the envelope, as prescribed by USPS regulations. The contractor is not to change any ZIP Codes in the addresses, but should add a ZIP Code to an address if none is given.

NOTE: If more than one data base media is furnished, contractor must merge media and dupe all mail lists. The CASS certification will be supplied on approximately 10% of the furnished mail lists or less. If the certification is less than 100% on the list, contractor is to recertify the mailing that qualifies, and the remaining mail and use non-automation Presort.

Media provided for using CASS must be returned by traceable means to the address indicated on the print order.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

Orders which result in mailings of less than 200 pieces or less than (50 lbs.) will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

A single shipment or several shipments totaling (120 pounds) or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service. Government bills of lading will be furnished by the GPO for all shipments requiring a bill of lading. The contractor must combine on one bill of lading (and a continuation sheet, if required) all orders scheduled for shipment to a single destination on the same day.

NOTE: For each itemized voucher submitted to GPO for payment, contractor must send an additional copy of each page of the itemized voucher (Standard Form 1034/1034A) and any continuation sheet, to the following address within 5 work days of billing: U.S. Department of Commerce, Printing & Graphics Procurement, Room 2858, 1401 Constitution Avenue, NW, Washington, D.C. 20230.

The four (4) sample copies and the CD-R with electronic files for the Superintendent of Documents are to be delivered to: U.S. Government Printing Office, Office of the Director, Acquisitions and Development, Stop IDAD, 27 G Street, NW, Washington, D.C. 20401, marked: "Supt. Docs. Deliverables" and identified with the Jacket, Program, and Print Order numbers. These items must be delivered by the delivery date indicated on the order. Failure to do so may result in delay of payment and is a breach of contract terms. Do not send these materials through the U.S. Postal Service due to possible damage in the irradiation process.

"SUBSCRIPTION" COPIES DISTRIBUTION: When "Subscription" copies are ordered, the contractor will be required to mail approximately 250 copies per order for Information Dissemination (Superintendent of Documents). The contractor must apply the appropriate postage to these "Subscription" copies which may require mailing of single and multiple copies to both domestic and foreign destinations. The postage class and other mail requirements will be furnished with each order. The contractor will be reimbursed for the postage to mail these "Subscription" copies by submitting a properly completed Postal Service certificate of mailing with their invoice. The postage for these "Subscription" copies must be separated from other mailings; the postage must be separately accounted for, have a separate postal receipt, and be listed as a separate item on the invoice for reimbursement. Failure to distribute "Subscription" copies according to these instructions and furnish proper proof thereof may result in non-reimbursement of the postage expense.

The total number of "Subscription" copies ordered may exceed the number of copies requiring mail distribution. Any residual "Subscription" copies ("Subscription" quantity remaining after mail fulfillment) shall be shipped f.o.b. contractor's city by suitable means to a single address in the Washington, D.C. area. Contractors outside the Washington, D.C. commercial zone may be reimbursed for any shipping costs incurred by submitting a properly completed commercial shipping (including mailing) receipt with their invoice.

The postage class and other mail requirements for "Subscription" copies will be furnished with the mailing labels. The contractor shall call the Superintendent of Documents at 202-512-2010, ext 30243 (vdirect-ship@gpo.gov) for the "Subscription" distribution addresses/labels, and the postage class and other mail requirements, prior to the scheduled due date if this information is not otherwise furnished.

BILLING STATEMENTS: The contractor will submit a copy of the billing invoice to the following address: U.S.

Department of Commerce, Multimedia Division, Attn. Printing Specialist, Room 2846, 1401 Constitution Avenue, NW, Washington, DC 20230.

SCHEDULE:

Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material and proofs must be picked up from and delivered to approximately 2-10 destinations in the commercial zone of Washington, D.C.

No definite schedule can be predetermined.

Furnished electronic media and visual(s) must be returned with proofs.

The following schedule begins the workday after receipt of electronic files and print order via File Transfer Protocol (FTP) or electronic mail. The workday after receipt of the electronic files and print order will be the first workday of the schedule.

It is assumed that the contractor has ample time to pick up the furnished material prior to distribution and this is not included in number of workdays allowed to complete to schedule. The contractor will not be granted any additional time if the furnished materials are not picked up from the Agency within a timely manner (within one (1) workday after receipt of the electronic files and print order via File Transfer Protocol (FTP) or electronic mail).

SCHEDULE ONE -- Proofs *Not* Required:

<u>Schedule</u>	<u>WD After</u>
Electronic files and print order delivered via File Transfer Protocol (FTP) or electronic mail	N/A
Contractor must complete production and distribution	3

SCHEDULE TWO -- Proofs Required:

<u>Schedule</u>	<u>WD After</u>
Electronic files and print order delivered via File Transfer Protocol (FTP) or electronic mail	N/A
Contractor to submit proofs	1
Contractor to pickup proofs	1
Contractor must complete production and distribution after receipt of "OK to Print"	2

One additional workday will be allowed for each additional 1,000,000 pages or portion thereof whenever the total number of pages (blank/printed) for all orders placed during a five (5) workday period exceeds 2,000,000 pages.

One additional workday per print order will be allowed to complete delivery for copies requiring individual mailing cartons only.

Within 3 workdays after completion of each order, copies of all receipts, forms or statements used in the distribution of each print order, and one sample copy must be sent to the address specified on the print order along with a copy of the print order.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified.

The contractor must notify the GPO of the date and time the Press Sheet Inspection can be performed. In order for proper arrangements to be made, notification must be given at least three (3) workdays prior to the inspection. Notify the U.S. Government Printing Office, 202-512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time. NOTE: See Contract Clause 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the GPO of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside Washington, D.C. area may call toll free 1-800-424-9470 or 9471.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 1 year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES".

I. (a) 2650
(b) 1003
(c) 4
(d) 10

II. (a) (1) 1755
(2) 25848
(b) (1) 1229
(2) 7465
(c) (1) 66
(2) 660
(d) (1) 182
(2) 3154
(e) (1) 40
(2) 695
(f) (1) 11
(2) 153
(g) (1) 16
(2) 117
(h) (1) 3
(2) 29
(i) (1) 9
(2) 71

III. (a) 11032
(b) 540
(c) 113
(d) 5085
(e) 56
(f) 4
(g) 114
(h) 3
(i) 106

IV. (a) 165
(b) 3
(c) 4888
(d) 46

V. 1. (a) 232
(b) 6
(c) 250
2. (a) 51
(b) 1

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SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination within the commercial zone of Washington, D.C., and f.o.b. contractor's city to all other destinations.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per100 rate.

Cost of all required paper must be charged under Item III.

I. ELECTRONIC PREPRESS:

- (a) Digital content proofs per trim/page-size unit.....\$ _____
- (b) Digital one-piece laminated color proofs per trim/page-size unit.....\$ _____
- (c) System Timework..... per hour\$ _____
- (d) Press-Optimized PDF per CD-R\$ _____

II. PRINTING AND BINDING:

The price offered shall include the costs for all materials and operations necessary to print and bind the product in the desired binding style required. A charge will be allowed for each page, whether printed or blank. Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

- | | <u>Makeready
and/or Setup</u>
(1) | <u>Running
per 100 copies</u>
(2) |
|---|--|--|
| (a) Perfect Bound Products: Printing in a single ink color,
including bindingper page..... | \$ _____ | \$ _____ |
| (b) Perfect Bound Products: Printing in 4-color process,
including bindingper page..... | \$ _____ | \$ _____ |

(Initials)

(c) Perfect Bound Products: Printing in an additional colorper page..... \$_____ \$_____

(d) Looseleaf Products: Printing in a single ink color, including bindingper page..... \$_____ \$_____

(e) Looseleaf Products: Printing in an additional colorper page..... \$_____ \$_____

(f) Separate Cover: Printing in a single ink colorper side..... \$_____ \$_____

(g) Separate Cover: Printing in 4-color process.....per side..... \$_____ \$_____

(h) Separate Cover: Printing in an additional colorper side..... \$_____ \$_____

(i) Varnishing.....per side..... \$_____ \$_____

III. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered. Prices offered must include the cost of paper for backstrip, when required.

Per 100 leaves

Text:

(a) White Offset Book (60-lb.).....\$_____

(b) White Litho (Gloss) Coated Book (70-lb.).....\$_____

(c) White Matte Coated Offset Book (70-lb.)\$_____

(d) White Dull Coated Offset Book (70-lb.)\$_____

Cover:

Per 100 leaves

(e) White Index (110-lb.)\$_____

(f) Colored Index (110-lb.)\$_____

(g) White Litho (Gloss) Coated Cover (80-lb.).....\$_____

(h) White Matte Coated Cover (80-lb.).....\$_____

(i) White Dull Coated Cover (80-lb.).....\$_____

(Initials)

IV. ADDITIONAL OPERATIONS:

- (a) Shrink wrapper 100 copies\$ _____
- (b) Perforatingper 100 leaves\$ _____
- (c) Drillingper 100 leaves\$ _____

When drilling pamphlets or books with separate covers, each thickness of cover stock will be counted as three leaves.

- (d) Creating mailing labels from furnished diskettes
utilizing CASSper 100 labels\$ _____

V. PACKING AND DISTRIBUTION:

1. Bulk shipments (other than by mail):

- (a) Packing and sealing shipping containersper container\$ _____
- (b) Palletizingper pallet\$ _____
- (c) Individual mailing cartons
(includes printing on spine)per carton\$ _____

2. Mailing (includes internal distribution and affixing labels):

- (a) Single or multiple copies in
kraft envelope (up to 200 leaves)per envelope\$ _____
- (b) Copies over 200 leaves, up to 36 lbs.,
(maximum gross weight 40 lbs.) packed
in cushioned shipping bags, or containersper shipping bag/container\$ _____

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at: Street Address _____,

City _____, State _____, ZIP Code _____.

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4. - Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)